



DEPARTMENT OF THE ARMY
WASHINGTON, D.C. 20310

HQDA Ltr 600-05-2

AHRC-PDO-PA

21 October 2005

Expires 21 October 2007

SUBJECT: Award Citation Certificates

SEE DISTRIBUTION

1. **Purpose.** This letter is to announce new award citation certificates.
2. **Applicability.** This policy applies to the Active Army, the U.S. Army National Guard, and the U.S. Army Reserve.
3. **Proponent and exception authority.** The proponent for this policy is the Deputy Chief of Staff, G-1 (DCS, G-1). The DCS, G-1 is the approval authority for exceptions to this letter that are consistent with controlling law and regulation. This will not be delegated.
4. **Reference.** AR 600-8-22, Military Awards, dated 25 February 1995.
5. **Explanations of abbreviations and terms.**
 - a. ARCOM - Army Commendation Medal.
 - b. DA - Department of the Army.
 - c. DFC - Distinguished Flying Cross.
 - d. DSC - Distinguished Service Cross.
 - e. DSM - Distinguished Service Medal.
 - f. LM - Legion of Merit.
 - g. MSM - Meritorious Service Medal.
 - h. SM - Soldier's Medal.
 - i. SS - Silver Star.
6. **Responsibilities.**
 - a. The DCS, G-1 will exercise Department of the Army responsibility on matters concerning military awards and serve as the senior Army official on matters concerning military awards.
 - b. The Commanding General, U.S. Army Human Resources Command (CG, USA HRC), will conduct and supervise all military awards functions prescribed in this letter. The CG, USA HRC will act on behalf of DCS, G-1 when so delegated and directed.

c. The Commandant, Adjutant General School, will ensure that the branch implements this letter.

7. Overview. The following policy will be incorporated in the next revision of Army Regulation 600-8-22.

8. Policy. Certificates for formal U.S. Army Decorations - Individual and Unit.

a. Certificates for decorations.

(1) *Current issue.* A certificate will be presented with each award of an authorized military decoration. In no case will a commander issue a certificate indicating award of a military decoration other than on the standard DA certificate for the awarded decoration. Awards certificates will be issued without reference to numbered oak leaf clusters.

(2) *Completion.* Certificates for award of the Legion of Merit (LM), Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM) and Army Achievement Medal (AAM) will be completed by the awarding commander and will bear his or her personal signature in the lower right side. The Permanent Orders number and date are typed on the line on the left side of the LM, MSM, ARCOM, and AAM certificates. The grade, name, and branch of service, together with the place and dates of the act, achievement, or service of the recipient, will be inserted on the certificate in the appropriate spaces.

(3) *Replacement of award certificates.*

(a) *Veterans and retirees.* Veterans and retirees awarded U.S. military decorations to whom an appropriate certificate has not been issued may apply for such certificate by writing to the appropriate office indicated in paragraph 1-46.

(b) *Active duty soldiers.* Active duty soldiers may request a replacement certificate through command channels to the headquarters currently having authority to award the decoration for which the certificate is required. Each request should include a copy of the orders announcing the award. The replacement certificate will be annotated with the original order number (for example, Per Permanent Orders XX-XX, 1 Jan 00).

(4) *Citation certificates.* Citation certificates are a required part of the awarding elements for various individual decorations and unit awards. Individual decorations Award Citation Certificates (DA Form 7550) are only authorized to be issued in combination with applicable award certificates for the Distinguished Service Cross (DSC), Distinguished Service Medal (DSM), Silver Star (SS), Distinguished Flying Cross (DFC), and Soldier's Medal (SM). The Unit Award Citation Certificate (DA Form 7549) is authorized to be issued in combination with applicable unit award certificates.

(5) *Requisition procedures.* Supply of certificates for decorations awarded in the field will be requisitioned electronically from the Commander, U.S. Army Publications Distribution Center, St. Louis, MO. (See AR 600-8-22, para 1-45).

b. Form designation. Table 1 gives a list of Department of the Army forms pertaining to U.S. military decorations and awards.

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Table 1
Department of the Army Military Awards Forms.

Form number: DA Form 4980-1
Title: Medal of Honor Certificate ^{1,2}
Form number: DA Form 4980-2
Title: Distinguished Service Cross Certificate ^{1, 2, 3}
Form number: DA Form 4980-3
Title: Distinguished Service Medal Certificate ^{1, 2, 3}
Form number: DA Form 4980-4
Title: Silver Star Certificate ^{1,2,3}
Form number: DA Form 4980-5
Title: Bronze Star Medal Certificate ^{1,2,3}
Form number: DA Form 4980-6
Title: Soldier's Medal Certificate ^{1,2,3}
Form number: DA Form 4980-7
Title: Distinguished Flying Cross Certificate (Heriosm) ^{1,2,3}
Form number: DA Form 4980-8
Title: Distinguished Flying Cross Certificate (Achievement) ^{1,2,3}
Form number: DA Form 4980-9
Title: Air Medal Certificate ^{1, 2, 3}
Form number: DA Form 4980-10
Title: Purple Heart Certificate ^{1, 2, 3}
Form number: DA Form 4980-11
Title: Legion of Merit ²
Form number: DA Form 4980-12
Title: Meritorious Service Medal Certificate ²
Form number: DA Form 4980-13
Title: Presidential Unit Citation Certificate ^{1, 2, 3}
Form number: DA Form 4980-14
Title: Army Commendation Medal Certificate ²
Form number: DA Form 4980-15
Title: Certificate of Appreciation for Reserve Recruiting
Form number: DA Form 4980-16
Title: Valorous Unit Award Certificate ^{1,2,3}
Form number: DA Form 4980-17
Title: Meritorious Unit Commendation Certificate ^{1, 2, 3}
Form number: DA Form 4980-18
Title: Army Achievement Medal Certificate ²
Form number: DA Form 4980-19
Title: Army Superior Unit Award Certificate ^{1, 2, 3}
Form number: DA Form 7549

Table 1
Department of the Army Military Awards Forms.—Continued

Title: Unit Award Citation Certificate^{1, 2, 3}

Form number: DA Form 7550

Title: Award Citation Certificate^{1, 2, 3}

Notes:

¹ Sensitive form (controlled required) - These forms must be protected because release of the information to an unauthorized sources could results in a compromise or adverse consequences. Only account holders authorized by HQDA may order these certificates.

² Accountable form (controlled required) - These forms could be used or misused for monetary gain or inappropriate or adverse actions. These forms must be distributed and controlled from the Publications Control Officer.

³ These forms are issued only by HQDA unless authority to award the decoration is delegated by the Secretary of the Army.

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER

General, United States Army
Chief of Staff

Official:



SANDRA R. RILEY
Administrative Assistant to the
Secretary of the Army

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